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**TO: Economic Support Supervisors
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W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

**FROM: Amy Mendel-Clemens
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BHCE/BWP OPERATIONS MEMO

No: 04-53

DATE: 10/15/2004

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other	EP	<input type="checkbox"/>	★		

PRIORITY: HIGH

**SUBJECT: Completion of the Child Care Provider File – Interface between Child Care
Statewide Administration on the Web and the Childcare Licensing
Information Computer System**

EFFECTIVE DATE: October 25, 2004

PURPOSE

This memo describes the Child Care Provider File (CCPF) interface and its impact on the Child Care Statewide Administration (CSAW) provider screens

BACKGROUND

In 2002, the Department of Workforce Development (DWD) was awarded a three-year Child Care "Data Capacity" grant by the federal Department of Health and Human Services' Child Care Bureau. The grant, titled the Child Care Data Sharing grant, is targeted towards the building of a Child Care Provider File containing information about all regulated (licensed and certified) child care providers in the State of Wisconsin. With the implementation of this system enhancement, the first phase of the Child Care Data Sharing grant becomes a reality.

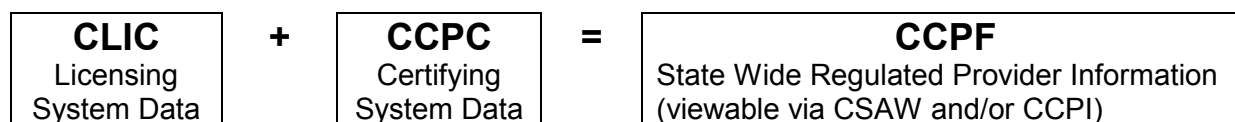
Future phases of CCPF will be developed under the umbrella of the *KidsFirst: Quality Counts* for Kids project, a major state initiative being led by DWD. This project includes the

development of a Quality Ratings and Tiered Reimbursement system wherein child care providers will be rated on a series of quality-related criteria. These ratings will then become the basis for the level of reimbursement a provider receives from the Wisconsin Shares child care subsidy program. For more information about this project, visit the following web site:

<http://www.dwd.state.wi.us/kidsfirst/>

CCPF provides a link for passing information about licensed providers from the Department of Health and Family Services' Bureau of Regulation and Licensing's automated system, Childcare Licensing Information Computer system (CLIC), to CSAW. It is anticipated that CCPF will become linked to the Registry ("Wisconsin's Recognition system for the Childhood Care and Education Profession"), NACCRRAware (the automated system supporting Wisconsin's child care resource and referral agencies), DPI's Food Program and perhaps other child care systems involved in the *KidsFirst* initiative.

With the inclusion of CLIC information in CSAW, all data on regulated providers will originate with the agencies having regulatory authority over child care providers, i.e., DWD certification and DHFS licensing. All new and changed provider information will originate in Child Care Provider Certification (CCPC) system and CLIC and will then be updated in CSAW. County and tribal child care subsidy staff will not be able to update information that is auto populated from CCPC or CLIC. This information has to be updated in CCPC or CLIC. There are two exceptions, out-of-state and unregulated providers, which can be created by child care agencies.



NOTE ➤ The term "CCPF" (Child Care Provider File) refers to the data resulting from the merger of provider records from CLIC (licensed providers) and CCPC (certified providers). For the ease of terminology, CCPF is also used as a label for the series of CSAW changes described in this memo.

CCPF/CLIC INTERFACE DETAILS

The interface will go into production on October 23, 2004. After that date, no licensed provider can be created or end-dated in CSAW. The effects of the interface on CSAW are very similar to those of CCPC. The location address fields and category related fields will be locked and updated by the licensing staff only. The same applies to modification of licensed provider categories in CSAW. The system uses provider's Tax ID, Social Security Number (SSN) or Federal Employer Identification Number (FEIN), as the unique identifier for each provider. It is important that the provider uses the official name associated with the tax ID number in both systems.

The licensed provider updates are sent over to CSAW in the evening. This means that if a new provider is entered as a licensed provider in CLIC today, the information will be available in CSAW tomorrow.

NOTE ➤ Only approved license information is sent to CSAW. If the provider's license is pending, the information will not be available until the license is approved.

AFFECTED PAGES AND FIELDS IN CSAW

The inclusion of CLIC data has an affect on the following screens and or fields in CSAW:

MODIFY PROVIDER DETAILS PAGE**Tax Id Verification Switch And Corporate Switch (Provider Details/W-9 Page)**

Tax ID verification switch and corporate switch will be blank for new providers. The system will not allow any authorization to be entered until the Tax Id Verification Switch and Corporate Switch are entered into CSAW. If the subsidy agency wants to authorize payments to this new provider, the agency must collect a W-9 form from the provider. Once the W-9 form has been received, the worker must review that the name and the tax ID information match with the information that was sent over from CLIC. Then the worker must set the Corporate Switch on the W-9/Modify Provider Details in CSAW to be either a Corporation or Sole Proprietor.

MODIFY LOCATION DETAILS PAGE

- All location address fields (street address, city, zip) will be locked and will be updateable only by the licensing staff by using CLIC.
- Location name will be updateable, however; CLIC will populate this field with the Facility Name field for **new** provider locations. The subsidy agency may change the location name.
- Location County field will be populated with CLIC data and cannot be changed.
- The phone number field will be updated with CLIC information. The number cannot be changed by the subsidy worker.

Subsidy Details Switch

This switch is defaulted to “no” for new provider locations. The system will not allow any authorization to be entered until the subsidy details have been entered into CSAW. If the subsidy agency wants to authorize payments to this new provider location, the Payment Method and Subsidy Language fields must be completed. When completed, the ‘Subsidy Details’ switch will automatically turn to ‘Y’ allowing the worker to enter new authorization for new locations.

New field – Suspend Authorization Date and Reason

Provider demographic data for licensed and certified providers can only be updated through CLIC and CCPC. Subsidy workers no longer have access to end a provider location category in order to end authorizations.

There may be times when a provider’s license and/or certification is valid, but the authorizations must be ended. The authorizations may be ended to a provider location for one of the following reasons: the provider has not corrected a licensing/certification violation, the provider submits false attendance reports, the provider refuses to provide documentation of a child’s attendance, or the provider submits false price information.

The Suspend Authorization Date and Reason fields allow child care subsidy staff the ability to end all authorizations to a provider location. Authorizations will end the Saturday following the entered Suspend Authorization Date. New authorizations spanning the Suspend Authorization Date will not be allowed to be entered.

NOTE ➤ If your agency has ended a category for a licensed provider in the past due to concerns with the subsidy program, but the provider’s license was not revoked by licensing, the conversion process will reactivate the licensed category in CSAW.

If your agency is aware of these cases, the agency must use the 'Suspend Authorization' field to stop authorizations to be entered for the provider.

New Field – Valid Location-New Authorization/Category Allowed

The Valid Location-New Authorization/Category Allowed is controlled by Child Care Section staff. When the field displays "Yes" (default) for a provider location, authorizations may be entered. When the field displays "No", new authorizations cannot be entered for any period of time, even when there is an effective category. Also, new categories cannot be created for this location. The location is considered as deleted, however, it can be revalidated by the Child Care Section staff.

Child Care Section staff will use this field to prohibit future authorizations to a provider location if the location is not valid or if it is a duplicate location. Existing authorizations will not be ended when the Valid Location-New Authorization/Category Allowed status is changed from a Yes to a No. Child Care Section staff will contact the child care coordinator if there is a need to end the authorizations. This field should be rarely used.

Additional Details Section

There are several new fields under this heading that pertain to licensed providers. The new fields are:

- Day time capacity – the number of children allowed in the licensed program during the day
- Night time capacity - the number of children allowed in the licensed program during the night
- Hours of Operation – the hours of the day the license is valid. Note: The Hours of Operation from CCPC will not be populated in CSAW.
- Operating days – this covers the business days during which the provider location offers child care services
- Operating months - this covers the months during which the provider location offers child care services
- Fulltime/Part-time – indicates if the program has full or part-time license. Part time is considered 5 consecutive hours or less per day-

The above fields will be populated by CLIC and won't be updateable by the subsidy staff. These fields will be informational only and do not restrict authorizations.

MODIFY CATEGORY PAGE

All fields on this screen for licensed provider locations will be locked and updateable only via CLIC.

NOTE ➤ However, CLIC does not include rate information from licensed providers. The counties will continue collecting this information and entering it to CSAW.

PROVIDER COMMENTS

CLIC comments will be visible on the Comments page in CSAW. These comments will be only updateable by the licensing staff using CLIC. CCPC will also have a place where the certifier can enter 'general' comments. These comments will be visible in CSAW as well.

TAX ID CHANGE

SSN AND FEIN are unique identifiers that will match providers between the CLIC and CSAW systems. CSAW has only one field for a Tax ID, which is also used to issue a 1099 form for child care providers who care for subsidized children. The CLIC system can store both SSN and FEIN for licensed providers. If a new licensed provider has two Tax IDs in CLIC, the system will give priority to the FEIN and will choose that as the Tax ID used in the CSAW.

TAX ID NUMBER AND/OR TYPE CHANGE

Below are samples of various Tax ID changes and how the changes should be processed:

1. Provider has SSN in both systems. S/he wants to start using a FEIN for subsidy purposes. The provider must notify licensing to have the FEIN added to CLIC. The system will send the new tax number to CSAW. An informational report listing such changes will be emailed to the county Child Care Coordinator so that s/he can collect a new W-9 form from the provider. Also, an informational alert informing the subsidy agency of the change is sent to the worker who most recently updated the provider information. To change the Tax ID, to be used for 1099 purposes, the subsidy worker must change the Tax ID on the 'Modify Provider Details' page in CSAW.
2. Provider has both FEIN and SSN in CLIC and is using the FEIN in CSAW. The provider wants to switch back to using SSN for 1099 purpose. The subsidy worker can make this change on the W-9/Modify provider details page in CSAW. Make sure that a new W-9 form is collected from the provider.

PROVIDER NAME

If a provider changes her/his name, the change needs to be reported to licensing. When the new provider name is sent to CSAW and updated there, an alert is sent to the worker who most recently changed the provider record informing the subsidy agency that a new W-9 should be collected. The provider record will also appear on the Informational Report that will be emailed to the Child Care Coordinator.

If a provider is using the same FEIN as the tax ID in both systems, the Business Name or Individual Name in CSAW should match the Corporate or Licensee name in CLIC

LOCATION ADDRESS CHANGE

If a licensed provider moves to a new address, the Location Address fields in CSAW will not be updateable by the subsidy staff. The provider must notify licensing about the address change. Once the facility with the new address is approved by licensing, the new facility information is sent to CSAW and will create a new location for the provider. CLIC will also send the closed date for the old, inactive facility. If the provider has authorizations in place the system will send an alert to the authorization worker. The worker must re-enter the authorizations to the new location. Alternate addresses in CSAW continue to be updateable by the subsidy staff and are not affected by the interface.

DUALLY-REGULATED PROVIDERS

If the provider is both licensed and certified, it is important that the regulating agencies inform each other about an address change. If the provider moves to a new location and the provider notifies the licensor about the move, CLIC will send over a new facility record and a new location will be created in CSAW. Once the old facility record is closed by licensing, the licensed category will be ended in CSAW. However, the certified category will continue to be active until the certifier closes the category.

If a provider is certified in CSAW and becomes licensed, CLIC will send the new licensing category to CSAW. An alert is sent to the authorization worker so that the authorizations may be updated with a higher rate.

If a location in CCPC is pending certification and the provider becomes licensed prior to the time the certification is approved, a new provider location will be sent over from CLIC. The conversion process will update the provider information for the pending application in CCPC and the process will update or create the provider and location information in CSAW.

If a category is ended in CSAW based on information from CLIC and the provider is licensed and certified, an alert will be sent to the authorization worker to notify them of the ended category. The worker must create a new authorization to the certified provider. If there is no authorization worker for the provider location, no alert will be sent.

ALERTS

The following main frame alerts will be sent when changes are made to a providers' record:

306 - CATG IS ADDED TO THE PRV LOCN

If a provider is certified in CSAW and becomes licensed, CLIC sends the new licensing category to CSAW and an alert is sent to the authorization worker (if authorizations exist) so that the authorizations can be updated with a higher rate.

309 - PRV LOCN CATEGORY IS ENDED

This alert is sent to the authorization worker(s) when authorizations exist and the licensed providers' category is closed by CLIC.

366 - PROVIDER TAX ID TYPE CHANGED. If the provider Tax ID TYPE changed, an alert is sent to the worker who most recently changed the provider record, informing the subsidy agency about the tax ID type changed so that a new W-9 should be collected

367 - PROVIDER TAX ID NUMBER CHANGED

If the provider Tax ID number changed, an alert is sent to the worker who most recently changed the provider record informing the subsidy agency about the tax ID number changed so that a new W-9 should be collected.

368 - PROVIDER NAME CHANGED

This alert is sent to the worker who most recently changed the provider record when the provider name is updated by CLIC. This is sent to inform the subsidy agency about the name change so that a new W-9 can be collected.

TRAINING

The Child Care Section will post a training power point on the CSAW web page at: <http://www.dwd.state.wi.us/dws/programs/childcare/wishares/CSAW/default.htm>. The power point will cover all the changes to CSAW that will result from this interface. Once the power point is posted, an email will be sent to the subsidy list serve. If you have not registered to the list serve, you may do so at: <http://www.dwd.state.wi.us/dws/programs/childcare/arrow/listserv.htm>.

CONTACTS

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.